

## MEMBERSHIP GUIDELINES

### Application for a New Club/Affiliate

#### “HOW TO & WHAT’S REQUIRED”

Here are some suggestions on addressing a group interested in forming a New Club for joining TGC, also directions for approaching a different organization for Affiliation.

**Garden Club:** Current By-Laws of TGC recommends a minimum of three members to organize a club.

Contact the IRS for an EIN number, a copy to be included in the Package mailed.

A recognized TGC club, in good standing, needs to be the Sponsor of this club. A Letter of Recommendation/Sponsorship is required from the sponsoring President to accompany the Application Forms.

With the Officers appointed, fill out the **Application for Membership Form** (see TGC Webpage ‘JOIN’ for required current forms) Place the President’s Name, address, phone # and Email (if available), also the Treasurer’s Name, address, phone # and Email (if available). ***Please appoint a Rep w/Email for ‘Contact w/TGC’***

Include the Name of the Sponsoring Club on the form.

Leave the Bottom of the App Form blank for the TGC State Officer-Membership to sign Approval.

The Other Form required is the **New Club Membership Roster**, be sure to indicate which District the new club is located. Fill all blank spaces with required data, adding additional blank sheets as needed for membership.

Observe the current TGC Dues required multiplied by number of members and include a check for the amount addressed to: Texas Garden Clubs, Inc.

**MAIL this Package to the current TGC VP-Membership Chair** for Inspection/approval where it will then be forwarded on to HQ.

At the next TGC Convention, the Application will be presented to the TGC Board and attending Membership for RATIFICATION.

**Package to TGC VP Membership Chair:** App for Membership/ Club Member Roster/ EIN # (IRS)/ Letter from Sponsor/ Check w/ TGC Dues (X # members)

**Five (5) documents required**

**NOTE:** Your Sponsoring Club and/or State TGC Membership Chair are available to assist you with any help needed through this process.

**Affiliate:** If you are interested in contacting an organization for joining TGC as an Affiliate there is a Form also located on the TGC Webpage 'JOIN' **required**.

A suggested '**Invitational to Affiliate Membership**' letter is also available for your use in approaching and inviting the membership of the organization to join TGC as an AFFILIATE.

Once again, information is required upon presenting this 'candidate' to TGC for consideration:

- The **District** in which the Group is located.
- Name of Group (affiliate organization)
- President's Name, address, phone # and Email (if possible)
- Treasurer's Name, address, Phone # and Email (if possible)
- An EMAIL "contact person" is required on the form.
- Number of Group's members
- Sponsoring Garden Club's Name
- Letter of Recommendation (GC President)
- Check for Group Dues (yearly, check current fee required)

At the next TGC Convention, the Application will be presented to the TGC Board and attending membership for RATIFICATION.

**MAIL this Package (to TGC VP-Membership Chair) which consist of:** App for Affiliate Membership/ Letter from Sponsor/Check for TGC Affiliate Dues.

**Three (3) documents required**

**Any questions regarding any of these requirements contact your current TGC VP-Membership Chair for assistance.**

HCL

